

MONTANA DEPARTMENT OF CORRECTIONS PROFESSIONAL DEVELOPMENT BUREAU COMMUNICATION PLAN

Director Ferriter, recognizing the need for committed communication with staff members, directed the development of communication plans for department bureaus. The Professional Development Bureau plan will be evaluated periodically and updated as required to ensure good communication at all staff levels. The plan consists of the following actions:

Philosophy:

The Professional Development Bureau, within the Staff Services Division has the following value statement: ***We, as a team, believe in quality service through promotion of positive opportunities for personal and professional growth through shared leadership, open communication, flexibility, dependability, accountability, responsibility and trust.***

1. The bureau chief will schedule periodic meetings with bureau staff including:
 - a. Bi-weekly individual meetings with direct reports to discuss status of current assignments, areas of responsibility and staff needs/issues.
 - b. Monthly bureau meetings with all staff to review bureau goals/objectives, staff action plans and curriculum review action plans.
 - c. The bureau will meet semi-annually for the purpose of planning and development. The purpose of the semi-annual planning meetings is to update action plans, review the status of bureau goals/objectives, review the bureau's mission and vision, provide feedback/celebration for staff, update training plans and to coordinate training and staff development.
2. Organized within the Staff Services Division, the bureau chief will meet:
 - a. Bi-weekly with the administrator one-on-one
 - b. Quarterly with the administrator to report progress on bureau objectives and share information.
3. The bureau chief will provide an annual training report to the Administrator and Director.
4. The bureau staff will participate in twice-yearly division staff meetings to share information on department and division objectives and activities, provide an opportunity for social interaction, and celebrate employee and department successes
5. Staff are encouraged to communicate openly with each other, the administrators they represent and the PDB chief. Staff are encouraged to utilize a variety of communication methods, depending on the preference of the recipient, appropriateness for the situation and the method with the least restrictive communication flow.
6. The bureau chief will update staff after each quarterly meeting with the SSD Administrator to assure staff is aware of department issues, activities and decisions. Important issues affecting the bureau will be communicated face-to-face rather than through other means.
7. The bureau staff will use available technology such as conference calls, e-mail, intranet, VisionNet and on-line meeting capabilities to assure information is shared throughout the bureau and department – up, down and lateral.

8. The bureau chief will coordinate with staff and the Department Communication Director to assure we're communicating current events, schedules and professional development issues in our section of the *Correctional Signpost*, the "Training Times".
9. Bureau staff will maintain individual performance action plans that track their annual goals/objectives and submit updates to the bureau chief quarterly. Those updates will be made available to the division administrator.
10. The Bureau will maintain an annual Bureau Action Plan, describing the goals and objectives of the bureau, tied directly to the mission/goals of the Department. The plan will be updated quarterly and made available to the division administrator.
11. The PD manager will schedule periodic meetings with staff including:
 - a. Weekly individual meeting with administrative support to discuss status of current assignments, areas of responsibility, staff needs/issues, janitorial schedule, building use schedule and building maintenance/issues.
 - b. Bi-weekly individual meetings with direct reports and PD specialists to discuss status of current assignments, areas of responsibility and staff needs/issues.
 - c. Attend bi-weekly MSP staff meetings to update staff on training opportunities and issues.
 - d. Quarterly meetings with standing training committee members to review training goals/objectives, annual training plans, curriculum needs/wants and coordinate training and staff development.
 - e. Quarterly meetings with MSP/MCE administrators and training specialists to discuss training goals/objectives, annual training plan, training wants/issues, curriculum needs/wants and coordinate training and staff development.